

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Tuesday, September 3<sup>rd</sup>, 2019

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – August 19<sup>th</sup>, 2019 Meeting
2. Review & Sign Warrants
3. Old Business
4. New Business
  - a. Executive Session to include Interim Manager Paula Scott and Matt Thomas, FF/Paramedic– Pursuant to 1 MRSA § 405(6)(F)- Confidential Records – *Requested by Paula Scott, Interim Manager*
  - b. Recommend engaging Plymouth Engineering for final engineering for the permitted portion of the Western Avenue Stormwater & Parking project – *requested by Services Committee*
  - c. Recommend award of the salt bid to New England Salt for \$46.24 per ton – *referral from Infrastructure Committee*
  - d. Recommend modification of the paving contract to award to Wellman Paving the 12.5mm surface mix – *referral from Infrastructure Committee*
  - e. Recommend Fees Ordinance amendment to increase Sewer rates to \$12.00 per cu. ft. – *pursuant to Sewer rate public hearing held May 20<sup>th</sup>, 2019*
  - f. Recommend Fees Ordinance amendment to increase Sewer minimum fee to \$36.00 – *pursuant to Sewer rate public hearing held May 20<sup>th</sup>, 2019*
  - g. Setting the mil rate for 2020 real estate taxes – *recommended by Kelly Karter, Tax Assessor*

5. Public Comment

6. Committee Member Comments

# **Town of Hampden**

## **FINANCE & ADMINISTRATION COMMITTEE MEETING**

Monday, August 19th, 2019

**6:00 P.M.**

Hampden Town Office

### **Minutes**

#### *Attending:*

*Councilor Wright, Chair*

*Mayor McPike*

*Councilor Ryder*

*Councilor Marble*

*Councilor Jarvi*

*Councilor McAvoy*

*Christian Bailey, Public Safety Dir.*

*Jessica Albee*

*Jenn Mahon*

*Chair Wright called the meeting to order at 6:03 p.m.*

#### **1. Approval of Minutes**

##### **a. August 5, 2019-**

*Councilor Jarvi made a motion, seconded by Mayor McPike, to approve the August 5<sup>th</sup> minutes. 5-1-0.*

#### **2. Review & Sign Warrants –**

*Committee members reviewed and signed the disbursement warrants.*

#### **3. Unfinished Business**

##### **a. Council rules – Continued from 8/5/19 meeting**

*Questions made by Councilor McAvoy about legality of Council rules meetings. Discussion had whether meetings were held out of the public scope. Discussion tabled with intent to move the topic of subcommittee's actions to the full council when the Interim Manager, Paula Scott returns.*

#### **4. New Business**

##### **a. Council approval to accept \$10,000 deposit into Reserve Account G 3-717-00 FY20 to repay the down payment for the Dump Truck – request from Director of Public Works, Sean Currier**

**DRAFT**

# **Town of Hampden**

Finance & Administration Committee Meeting  
08-19-2019  
Minutes

*Mayor McPike moved to recommend approval of \$10,000 reimbursement to Reserve account 3-717-00 FY20, seconded by Councilor Marble. Unanimous 6-0-0.*

5. Manager's Items - None

6. Public Comment - None

7. Committee Member Comments - None

8. Adjournment

*With no other business to attend, the meeting adjourned at 6:20 p.m.*

*Jessica Albee,  
Recording Clerk*

**DRAFT**

**EXECUTIVE SESSION STATUTES**

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS:	1 M.R.S.A. § 405(6)(A)
SCHOOL STUDENT SUSPENSIONS/EXPULSIONS:	1 M.R.S.A. § 405(6)(B)
REAL ESTATE; ECONOMIC DEVELOPMENT:	1 M.R.S.A. § 405(6)(C)
LABOR CONTRACTS/NEGOTIATIONS:	1 M.R.S.A. § 405(6)(D)
ATTORNEY-CLIENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(E)
CONFIDENTIAL RECORDS:	1 M.R.S.A. § 405(6)(F)
EMPLOYMENT EXAMINATIONS:	1 M.R.S.A. § 405(6)(G)
CODE ENFORCEMENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(H)



# Plymouth Engineering, Inc.

P.O. Box 46 – 30 Lower Detroit Road

Plymouth, Maine 04969

info@plymouthengineering.com

tel: (207) 257-2071 fax: (207) 257-2130

## *Professional Services Agreement*

Date: August 01, 2019

Client: Town of Hampden  
106 Western Avenue  
Hampden, ME 04444

Project: Final Engineering Services for Western Avenue Municipal Properties  
Project Number: 18234

**Scope of Services:** Services for the Project will be to provide final engineering of improvements shown on the permitting plans that have been approved by the Town of Hampden Planning Board and Maine DEP. Additionally, Engineer will prepare a Project Manual of bid documents and technical specifications suitable for competitive, public bidding to potential contractors of the overall project as a single bid document package. Engineer will also assist Client with conduct of a pre-bid meeting, collection/review of bids, and preparation of contract documents between Client and eventually-selected Contractor.

**Fee for Services:** Fees will be billed, based upon work completed during the billing period and our standard hourly rates plus reimbursable expenses for a fee not to exceed [REDACTED] for the scope provided. If the project is bid as multiple smaller projects, the additional bid packages can be prepared on an hourly basis or set fee when requested.

Invoices will be submitted monthly, and payment is expected within thirty (30) days. Outstanding invoices will be subject to 1 1/2 % interest per month, plus all reasonable collection and legal fees.

Retainer Amount: None.

Special Conditions: None.

Standard Terms and Conditions of Agreement attached below form part of this Agreement

**Engineer:** Plymouth Engineering, Inc.

**By:** Scott E. Braley

**Client:** Town of Hampden

**By:** \_\_\_\_\_

Signature

Signature

President

Title

Title

August 01, 2019

Date

Date



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## *Standard Terms and Conditions of Agreement*

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The CLIENT shall provide access to the site for activities necessary for the performance of the services. The ENGINEER will take precautions to minimize damage due to these activities, but shall not be held liable for any such damage.

Invoices for ENGINEER's services shall be submitted, at the ENGINEER's option, either monthly or at the completion of the project. Invoices shall be payable within 30 days after the invoice date. If the invoices are not paid within 30 days, the ENGINEER may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, terminate the performance of the services. Retainers shall be credited on the final invoice.

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the unpaid balance (18% true annual rate), at the sole discretion of the ENGINEER. In the event any portion of an account remains unpaid 90 days after billing, the CLIENT shall pay all costs of collection, including reasonable attorney's fees.

The CLIENT shall indemnify and hold harmless the ENGINEER and all of its personnel and subcontractors from and against any and all claims, damages, losses and expenses arising out of or resulting from the performance of the services, provided that such claim, damage loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the CLIENT, anyone directly or indirectly employed by the CLIENT (except the ENGINEER), or anyone for whose acts any of them may be liable.

In recognition of the relative risks, rewards and benefits of the project to both the CLIENT and the ENGINEER, the CLIENT agrees that to the fullest extent permitted by law, the ENGINEER's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes shall not exceed the fee for services. Such causes include, but are not limited to, the ENGINEER's or the ENGINEER's subcontractors, negligence, errors, omissions, strict liability, or breach of contract.

This agreement may be terminated by either the CLIENT or the ENGINEER should the other fail to perform its obligation hereunder. In the event of termination, the CLIENT shall pay the ENGINEER for all services rendered to the date of termination, all reimbursable expenses, and all reasonable expenses of termination.

All documents produced by the ENGINEER under this agreement shall remain the property of the ENGINEER and may not be used by the CLIENT for any other endeavor without written consent of the ENGINEER.

This Agreement shall be governed by the laws of the State of Maine.



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P.O. Box 46 – 30 Lower Detroit Road

Plymouth, Maine 04969

info@plymouthengineering.com

tel: (207) 257-2071 fax: (207) 257-2130

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### *2019 Rate Schedule*

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<i>STAFFING</i>	<i>HOURLY RATE</i>
Principal-in-Charge	\$100.00
Senior Project Manager	\$80.00
Project Manager	\$80.00
Senior Engineers (Civil, Environmental, Structural)	\$80.00
Project Engineers (Civil, Environmental, Structural)	\$75.00
Junior Engineers (Civil, Environmental, Structural)	\$65.00
Registered Architect	\$80.00
Architectural Intern	\$60.00
Landscape Architect/Planner	\$80.00
Drafting Production	\$60.00
Construction Monitoring/Inspection/Administration	\$55.00 – 95.00
Clerical	\$42.00
Sub-Consultants	Cost + 10% administrative fee
Mileage	Prevailing IRS Rate
Miscellaneous Reimbursable Expenses	At Cost

The hourly rates and other costs described above are effective as of June 1, 2019. All contracted work that extends beyond a rate change will be invoiced at the rates applicable at the time this Contract was executed.

All services on client's behalf related to mediation, arbitration and/or trial regarding work unrelated to Plymouth Engineering design services, including but not limited to preparation, depositions, witness and expert witness, shall be billed at 175% of the standard hourly rates.

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**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 28, 2019

To: Paula Scott  
From: Sean Currier  
Subject: Salt Bid Recommendation

This year, the Public Works Department once again, joined efforts with Brewer and Bangor issuing a new RFP for road salt for the 19/20 winter season. Bid results came back on August 26<sup>th</sup> with astonishingly low numbers ranging from \$46.24 to \$50.95. The low bidder is the same company we have been using for the last 3 seasons.

This year, due to the RFP process, New England Salt has provided prices that are \$9.95 less than our current year salt price, thus offering the Town a substantial savings over the winter.

I would like to recommend that we award the salt bid to New England Salt in the amount of \$46.24 per ton.

Thank you for your consideration as we try to provide the most fiscally responsible procurement for the residents of Hampden.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Currier", is written over a horizontal line.

Sean Currier  
Director of Public Works  
Town of Hampden



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 28, 2019

To: Paula Scott  
From: Sean Currier  
Subject: 2019 Paving Bid Recommendation

Paving bids were publicly opened at the Town Office on July 24 at 1pm. We had 3 bids submitted including Wellman Paving, Thibodeau and Hopkins. Prices ranged from \$85.00 to \$91.56 per ton for surface mix. The lowest bidder was Hopkins at \$85.00 per ton for HMA. They have included references as part of their bid proposal. Due to the increase in asphalt prices, some of the quantities will need to be adjusted to align with the approved FY20 paving budget.

The recommendation to Council was to accept Hopkins for the paving in the 2019 season. Council accepted this recommendation. With recent information from Hopkins on paving timeframe, the Public Works Department was concerned that we would not get our paving completed this season.

I would like to recommend that a portion of our 2019 paving project be awarded to the next bidder for the 12.5mm surface mix, which is Wellman Paving. The bids for 12.5mm were Hopkins, Wellman and Thibodeau respectively at, \$80.00, 80.47 and \$82.50.

We will renegotiate with Wellman and Hopkins to get the best possible outcome for the Town in this construction season.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Sean Currier", is written over a horizontal line.

Sean Currier



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

August 28, 2019

To: Paula Scott  
From: Sean Currier  
Subject: Sewer Fee Increase

As discussed in budget season, the former Town Manager suggested we raise sewer fees to \$12.00 per 100 cubic feet for treatment charges. This would also increase the minimum fee to \$36.00.

We request that the Council solidify this rate until such time as the sewer system can be analyzed for an alternate rate structure. This will again be brought forward in the fees ordinance in October as one of the revised fees.

Thank you for your consideration,

Sean Currier

**Memorandum**

TO: Council, Finance Committee  
FROM: Paula Scott, Interim Manager  
DATE: August 29, 2019  
RE: Mil rate

Included in this packet is the mil rate calculation sheet for setting the mil rate and committing taxes as well as a memo from our Assessor Kelly Karter. For comparison sake is also the 2018 calc sheet. While this is on the agenda, it is for informational purposes only and no action is needed by Council. Setting the mil rate is statutorily the sole discretion of the Assessor. I can assure you that did an incredible amount of work in capturing additional taxable value and worked the three possible mil rates to be the most advantageous for a healthy overlay. Kelly will be in attendance at the meeting to discuss this and answer questions.

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Paula Scott, Interim Manager; Council Members  
From: Kelly Karter, Assessor  
RE: Tax Rate for 2020  
Date: August 29, 2019

I have completed the tax rate calculations based on the current approved budgets and revenues for the upcoming tax bill. The rate will increase from \$19.60 per thousand dollars of value to \$20.90 per thousand dollars in value. That equates to an increase of \$390.00 on a \$300,000 property.

The increase is a result of several things:

The overall budget is \$1,263,092.46 higher than last year.

The "other revenue" is \$493,429 lower than last year.

The Host Community Benefit Funds of \$456,138 were used as revenue last year.

There are no "offsetting" funds applied to this years' revenues.

The overall valuation has increased by \$35,563,463, the largest increase we have had in the ten years I have been the assessor in Hampden. Part of that is as a result of Fiberight's personal property. They reported over \$20,000,000 in personal property, most of which was eligible for BETE reimbursement (at 50% approximately). The plant was still under construction on April 1<sup>st</sup> and we will see an increase from them next year, but not nearly as much. If the road is accepted by the Town they will have an offset as a result of deeding that ownership over to the town. They are currently taxed on the road and improvements.

Our BETE valuation as increased from \$10,078,300 to \$35,386,800 and as a result our reimbursement rate has increased and is now 54.43% of the total exempt value.

It is important to note that as the valuation continues to increase we need to keep in mind that the overlay should be adequate to cover any potential uncollectable taxes or abatements. By Maine State Law you can only raise 5% more than you need to raise through taxation.

Belfast \$22.80/\$1000 last year  
Bangor \$23.00/\$1000  
Brewer \$22.99/\$1000

Town of Rockport \$16.08/\$1000 last year at reval  
Town of Newburgh \$17.60/\$1000  
Town of Hermon \$11.60/\$1000 last year

# 2019 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: \_\_\_\_\_

Data entry fields

## BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	<b>\$643,070,300</b> <small>(must match MVR Page 1, line 6)</small>
2. Total taxable valuation of personal property	2	<b>\$27,059,600</b> <small>(must match MVR Page 1, line 10)</small>
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	<b>\$670,129,900</b> <small>(must match MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	<b>\$35,273,000</b> <small>(must match MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	<b>\$22,045,625</b>
5. (a) Total exempt value of all BETE qualified property	5(a)	<b>\$35,386,800</b> <small>(must match MVR Page 2, line 15c)</small>
(b) Enhanced BETE exemption reimbursement value	5(b)	<b>\$19,259,471</b>
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	<b>\$711,434,996</b>

### ASSESSMENTS

7. County tax	7	<b>\$963,358.00</b>
8. Municipal appropriation	8	<b>\$10,164,683.00</b>
9. TIF financing plan amount	9	<b>\$391,954.46</b> <small>(must match MVR Page 2, line 16c + 16d)</small>
10. Local education appropriation (Local share/contribution) <small>(Adjusted to municipal fiscal year)</small>	10	<b>\$7,260,670.00</b>
11. Total appropriations (Add lines 7 through 10)	11	<b>\$18,780,665.46</b>

### ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	<b>\$610,232.00</b>
13. Other revenues: All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement)	13	<b>\$3,448,660.00</b>
14. Total deductions (Line 12 plus line 13)	14	<b>\$4,058,892.00</b>
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	<b>\$14,721,773.46</b>

16.	<b>\$14,721,773.46</b> <small>(Amount from line 15)</small>	x	<b>1.05</b>	=	<b>\$15,457,862.13</b>	Maximum Allowable Tax
17.	<b>\$14,721,773.46</b> <small>(Amount from line 15)</small>	÷	<b>\$711,434,996</b> <small>(Amount from line 6)</small>	=	<b>0.02069</b>	Minimum Tax Rate
18.	<b>\$15,457,862.13</b> <small>(Amount from line 16)</small>	÷	<b>\$711,434,996</b> <small>(Amount from line 6)</small>	=	<b>0.02173</b>	Maximum Tax Rate
19.	<b>\$670,129,900.00</b> <small>(Amount from line 3)</small>	x	<b>0.02090</b> <small>(Selected Rate)</small>	=	<b>\$14,005,714.91</b> <small>(Enter on MVR Page 1, line 13)</small>	Tax for Commitment
20.	<b>\$14,721,773.46</b> <small>(Amount from line 15)</small>	x	<b>0.05</b>	=	<b>\$736,088.67</b>	Maximum Overlay
21.	<b>\$22,045,625</b> <small>(Amount from line 4b.)</small>	x	<b>0.02090</b> <small>(Selected Rate)</small>	=	<b>\$460,753.56</b> <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	<b>\$19,259,471</b> <small>(Amount from line 5b.)</small>	x	<b>0.02090</b> <small>(Selected Rate)</small>	=	<b>\$402,522.94</b> <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	<b>\$14,868,991.41</b> <small>(Line 19 plus lines 21 and 22)</small>	-	<b>\$14,721,773.46</b> <small>(Amount from line 15)</small>	=	<b>\$147,217.95</b> <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,  
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

# 2018 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Hampden

Data entry fields

## BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	\$620,642,600	(must match MVR Page 1, line 6)
2. Total taxable valuation of personal property	2	\$27,498,500	(must match MVR Page 1, line 10)
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	\$648,141,100	(must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted	4(a)	\$35,845,800	(must match MVR Page 1, line 14f)
(b) Homestead exemption reimbursement value	4(b)	\$22,403,625	
5. (a) Total exempt value of all BETE qualified property	5(a)	\$10,078,300	(must match MVR Page 2, line 15c)
(b) Enhanced BETE exemption reimbursement value	5(b)	\$5,326,828	
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	\$675,871,553	

### ASSESSMENTS

7. County tax	7	\$911,927.00	
8. Municipal appropriation	8	\$9,311,157.00	
9. TIF financing plan amount	9	\$352,557.00	(must match MVR Page 2, line 16c + 16d)
10. Local education appropriation (Local share/contribution) (Adjusted to municipal fiscal year)	10	\$6,941,926.00	
11. Total appropriations (Add lines 7 through 10)	11	\$17,517,567.00	

### ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$416,958.00	
13. Other revenues: All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not include any Homestead or BETE Reimbursement)	13	\$3,942,089.00	
14. Total deductions (Line 12 plus line 13)	14	\$4,359,047.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$13,158,520.00	

16. \$13,158,520.00 x 1.05 = \$13,816,446.00	Maximum Allowable Tax
17. \$13,158,520.00 ÷ \$675,871,553 = 0.01947	Minimum Tax Rate
18. \$13,816,446.00 ÷ \$675,871,553 = 0.02044	Maximum Tax Rate
19. \$648,141,100.00 x 0.01960 = \$12,703,565.56	Tax for Commitment
20. \$13,158,520.00 x 0.05 = \$657,926.00	Maximum Overlay
21. \$22,403,625 x 0.01960 = \$439,111.05	Homestead Reimbursement
22. \$5,326,828 x 0.01960 = \$104,405.83	BETE Reimbursement
23. \$13,247,082.44 - \$13,158,520.00 = \$88,562.44	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.